



## Sole Source/Brand and Single Source Justification

### Request Submitted By

|                  |  |
|------------------|--|
| Name:            |  |
| Job Title:       |  |
| Department:      |  |
| E-Mail Address:  |  |
| Date of Request: |  |

### Request Details

**Sole Source:** Any contract entered into without a competitive solicitation process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements of the County.

**Sole Brand:** A purchasing situation in which only one brand of equipment/supply, etc. will meet the requirements of the County.

**Single Source:** Any contract entered into without a competitive solicitation process, based on a justification that two or more vendors can supply the commodity, technology, and/or perform the services required by an agency, but one vendor is selected over the others for reasons such as expertise or previous experience with similar contracts.

*For Sole Source or Sole Brand, identify efforts made to locate other possible sources.*

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| Desired Supplier Name:         |
| Desired Supplier Email:        |
| Desired Supplier Phone Number: |

## Scope of Work

Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated cost.

### **Exclusive Capability: Justifying a Sole Source/Brand**

**Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the County needs).**

**Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.**

### Justifying a Single Source

Provide an explanation why the recommended vendor is being selected over other vendors that can provide the requested commodity, technology, and/or perform the services required.

Letter from Original Equipment Manufacturer (required):

Attached

#### Purchasing Use Only

Buyer:

Buyer E-Mail Address:

Buyer Telephone:

Contract #:

Contract Name:

If publicly solicited, number  
of protests:

Outcome:

Bid # (if competitively bid):

Purchase Order #: